

2008 PROJECT PROFILE AND VOLUNTEER ACTIVITY (PPVA) DATA COLLECTION

FOSTER GRANDPARENT PROGRAM (FGP)


EGRANTS INSTRUCTIONS FOR GRANTEES

The following instructions with eGrants screen shots walk you through completing the PPVA report. Please see the separate “Help Text” document for descriptions of each field.

1. All of the fields on the PPVA form are required. Each field must be completed in order to submit the PPVA report. If there are no numbers to report for a particular data field, please enter a “0”.
2. **Please be sure to scroll down** to the end of each category to ensure all required fields are filled-in.
3. You will be unable to make changes once the report has been submitted. To make changes after the submission, please contact your Corporation State Office.
4. To print a copy of the PPVA report, click on the **“Print PPVA”** button on the “Review and Submit” screen.

Step (1) Log on to eGrants phase II: goto, www.nationalservice.gov, and click on “eGrants” under “For Organizations”:

About Us	For Organizations	For I
<ul style="list-style-type: none"> ▪ Volunteering in America ▪ Our Role and Impact ▪ Our Programs ▪ Newsroom ▪ Media Kit Materials ▪ National Service Calendar ▪ Make a Donation ▪ Employment ▪ Search ▪ Contact Us 	<ul style="list-style-type: none"> ▪ How Can National Service Help Our Organization? ▪ Which Program Is Right for Our Organization? ▪ New Funding Opportunities ▪ Manage Current Grants and Projects ▪ Find Volunteers and Members ▪ Tools, Training, and Information ▪ For Faith-Based and Other Community Organizations ▪ Frequently Asked Questions 	<ul style="list-style-type: none"> ▪ Why ▪ I'm I ▪ Ben ▪ Frec ▪ Curr ▪ Volt ▪ Spre
<u>More About Us</u>	<u>More for Organizations</u>	<u>More</u>
	eGrants	



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eGrants

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- Help / Assistance
- Notices of Funding Availability
- Feedback
- Hours of Operation
- Be a Peer Reviewer

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Partnering to Answer
the President's Call
to Service

eGrants

Welcome to eGrants

eGrants is the Corporation for National and Community Service's web-based system for:

- Submission and tracking grant applications and concept papers;
- On-line grant application peer review;
- Negotiating and awarding grants and cooperative agreements;
- Managing grants and cooperative agreements including processing amendments, and continuations;
- Creating, submitting and editing your recruitment listings;
- Selecting applicants and searching for applicants;
- Approving project transportation (V-81) forms (VISTA only); and
- Financial Status and Progress Reporting.

[Click here](#) to link to the eGrants / My AmeriCorps Training and User Support page within our Resource Center website.

Former AmeriCorps Recruitment and Placement System (ACRPS) users [click here](#) for information about using the new recruitment functionality in eGrants.

eGrants System Status

as of Tuesday, October 14, 2008

SYSTEM OPERATING NORMALLY

Scheduled eGrants System Outages

as of Tuesday, October 14, 2008

There are currently no scheduled system outages for eGrants.

Help Desk Information:

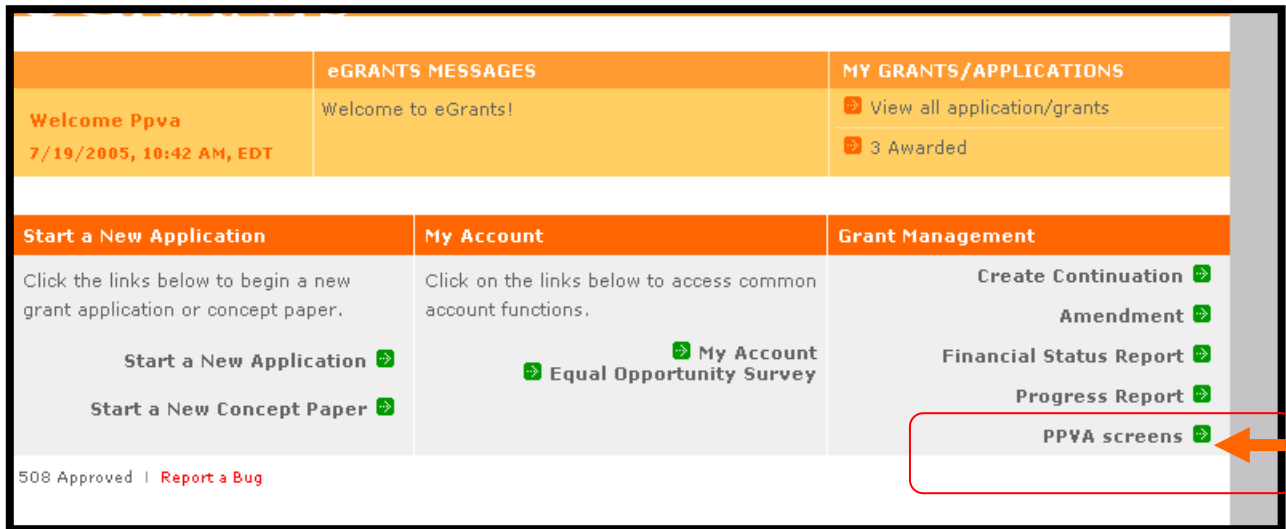
Phone: 888-677-7849
Email: egrantshelp@cns.gov
Hours of operation: 8:00 AM to 6:00 PM Eastern time, Monday through Friday

Login:

[Please click here to Use eGrants](#)

After logging onto Grants Phase II you will see the following screen.

Step (2) Select the **PPVA screens** under **Grant Management**. This will bring up the PPVA screen.



Step (3)

- Select the most current **grant number** and “**edit PPVA** **view PPVA**” will appear on the right column.
- If another grant number is selected only “**view PPVA**” will be seen. Select “**edit PPVA**” to fill-out the PPVA screen.

Senior Corps PPVA				Welcome Ulises
Grant #01SFSKY036				
Grant #02SRSKY142				
Grant #05SFSKY001				
Grant #05SRSKY001				
Grant #08SFSKY001				
Reporting Date	Due Date	Extension Date	Status	
07/01/2007 - 06/30/2008	11/30/2008		PPVA Initial Entry	edit print

Step (4) The first screen shows the **Reporting Period** for PPVA: **July 1, 2007 – June 30, 2008** and the **Due Date**, **November 30, 2008**.

You can move to different sections of the report by clicking list in the left column or by clicking the “next” button as you finish each screen. Data is automatically saved by clicking “next”.

Senior Corps PPVA

Demographics

Service Information

Client Information

Special Needs Served

Stations

Review and Submit

Grant Info

Grant #: 08SFSKY001

Project Period
01/01/2008 - 12/31/2010

For information about the Project Profile and Volunteer Activity (PPVA) Report

Senior Corps PPVA

Grant# 08SFSKY001 - FGP

Due Date: 11/30/2008

Status: PPVA Initial Entry

Reporting Period: 07/01/2007 - 06/30/2008

☒ **Project has Internet Access**

☒ **Project Serves More than One State**

☐ **Project Started as Non-CNCS Funded**

☒ **Project is Statewide or Multi-City**

Step (5) “Demographics” is the first data category. Fill in the number of volunteers in each field.

Note: The total in each section should equal the total number of volunteers for the project. Help Text is available on the screen to explain each PPVA data category.

Demographics

Service Information

Client Information

Special Needs Served

Stations

Review and Submit

Grant Info

Grant #: 08SFSKY001

Project Period
01/01/2008 - 12/31/2010

Legal Applicant Info

Community Action Council
Lexington-Fayette
PO Box 11610
710 West High Street
Lexington, KY 40576

the PPVA report. If there are no numbers to report for a particular data field, enter a 0.
Be sure to scroll down to the end of each category to ensure completion of all required fields.
[For more information click here](#) ?

Age Group	# of Vols
60 to 62	<input type="text"/>
63 to 65	<input type="text"/>
66 to 74	<input type="text"/>
75 to 84	<input type="text"/>
85 and over	<input type="text"/>
Gender	# of Vols
Female	<input type="text"/>
Male	<input type="text"/>
Ethnicity	# of Vols
Hispanic or Latino	<input type="text"/>
Non-Hispanic or Non-Latino	<input type="text"/>
Racial Group	# of Vols
American Indian or Alaskan Native	<input type="text"/>
Asian	<input type="text"/>
Black or African American	<input type="text"/>
Native Hawaiian or Pacific Island	<input type="text"/>
White	<input type="text"/>

Step (6) FGP Service Information. Fill in the number of volunteers in each field.

Service Information

Client Information
Special Needs Served
Stations
Review and Submit

Grant Info

Grant #: 08SFSKY001

Project Period
01/01/2008 - 12/31/2010

Legal Applicant Info

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Lexington, KY 40576

For more Information click here ?

Volunteers	# of Vols
Total number of Volunteers	<input type="text"/>
Total Number of Non-Stipend Volunteers	<input type="text"/>
Total number of Foster Grandparents who served in private homes	<input type="text"/>
Total number of hours served	<input type="text"/>
Applicants	# of Vols
Turned away as over income	<input type="text"/>
Turned away as age 59 or younger	<input type="text"/>
Volunteers Separated	# of Vols
Employment, moved, family, new interests	<input type="text"/>
Health problems, death	<input type="text"/>
Transportation problems	<input type="text"/>
Income became over allowable guidelines to receive stipend	<input type="text"/>
Poor performance	<input type="text"/>
Hours Served	# of Vols
Number of Volunteers serving 15 - 19 Hours per week	<input type="text"/>
20 - 29 Hours per week	<input type="text"/>
30 - 40 Hours per week	<input type="text"/>
Volunteer Client Ratio	# of Vols
Serve 1 client weekly	<input type="text"/>
Serve 2 clients weekly	<input type="text"/>
Serve 3 - 5 clients weekly	<input type="text"/>
Serve 6 - 10 clients weekly	<input type="text"/>
Serve 11 or more weekly	<input type="text"/>

Step (7) FGP Client Information: Fill in the number of children served in each field.

Service Information

Client Information

Special Needs Served

Stations

Review and Submit

Grant Info

Grant #: 08SF5KY001

Project Period
01/01/2008 - 12/31/2010

Legal Applicant Info

Community Action Council
Lexington-Fayette
PO Box 11610

For more Information click here ?

Ages of Clients Served	# of Clients
Birth to age 5	<input type="text"/>
Ages 6 - 12	<input type="text"/>
Ages 13 - 19	<input type="text"/>
Youth Ages 20 and over	<input type="text"/>
Clients Served	# of Clients
Number of children/youth awaiting service of a Foster Grandparent	<input type="text"/>
Total number of children in foster care served	<input type="text"/>
Total number of children of prisoners served	<input type="text"/>
Total number of children mentored	<input type="text"/>

Step (8) FGP Special Needs Served

Each type of special need served has 3 columns: “# of Vols”, “In Home” & “Not In Home”

- “For # of Vols”, please fill in the number of volunteers. If zero then please enter a “0”
- “In Home”, please fill in the number of children. If zero then please enter a “0”
- “Not In Home”, please fill in the number of children. If zero then please enter a “0”

Client Information	
Special Needs Served	
Stations	
Review and Submit	
Grant Info	
Grant #: 08SFSKY001	
Project Period 01/01/2008 - 12/31/2010	
Legal Applicant Info	
Community Action Council Lexington-Fayette PO Box 11610 710 West High Street Lexington, KY 40576	

Special Needs	# of Vols	In Home	Not in Home
Abused/Neglected Children	<input type="text"/>	<input type="text"/>	<input type="text"/>
Boarder Babies	<input type="text"/>	<input type="text"/>	<input type="text"/>
Children with HIV/AIDS	<input type="text"/>	<input type="text"/>	<input type="text"/>
Developmental Disabilities	<input type="text"/>	<input type="text"/>	<input type="text"/>
Emotional Disabilities	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hearing Impaired	<input type="text"/>	<input type="text"/>	<input type="text"/>
Homeless	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adjudicated Youth / Juvenile Offenders	<input type="text"/>	<input type="text"/>	<input type="text"/>
Language Barriers	<input type="text"/>	<input type="text"/>	<input type="text"/>
Learning Disabilities	<input type="text"/>	<input type="text"/>	<input type="text"/>
Physical Disabilities	<input type="text"/>	<input type="text"/>	<input type="text"/>
Significantly Medically Impaired	<input type="text"/>	<input type="text"/>	<input type="text"/>
Substance Abuse	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teen Pregnancy/Teen Parenting	<input type="text"/>	<input type="text"/>	<input type="text"/>
Terminally Ill	<input type="text"/>	<input type="text"/>	<input type="text"/>
Visually Impaired	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Special Needs	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step (9) Faith-based Stations: Fill in the total number of faith-based volunteer stations and the number of total volunteers serving with these stations.

Note: Other Volunteer Station is collected via the Station Rosters submitted to the State Office at the time of the grant application submission.

Stations	
Review and Submit	
Grant Info	

Faith Based Stations	# of Stations	# of Vols
Total number of faith-based Stations / Volunteers	<input type="text"/>	<input type="text"/>

Step (10) Review and Submit:

- Click on “View/Print PPVA Report” to confirm your responses.
- If you need to change any responses you can do so by clicking “edit” in the appropriate section(s).
- After editing, click “View/Print PPVA Report” again to confirm your answers are correct.
- Click “Submit PPVA Report” to complete the final step. This step submits your report to your Program Manager in the State Office.

Demographics	Review and Submit
Service Information	Please review and submit your information
Client Information	Grant# 08SRSKY001 - RSVP
Service Categories	Due Date: 11/30/2008
Stations	Status: PPVA Initial Entry
Review and Submit	Reporting Period: 07/01/2007 - 06/30/2008
Grant Info	Demographics: edit
Grant #: 08SRSKY001	Service Information: edit
Project Period 01/01/2008 - 12/31/2010	Client Information: edit ←
Legal Applicant Info	Service Categories: edit
Community Action Council Lexington-Fayette PO Box 11610 710 West High Street Lexington, KY 40576	Stations: edit
	Available Action: View/Print PPVA Report ←
	Submit PPVA Report

Questions? Please contact your Program Manager in the Corporation State Office.